

## 215.30

### Terminations

#### Overview

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**Policy** Termination of WIC benefits requires written notification at least 15 days before the termination is effective.

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**Definition** Termination means that a current participant will no longer receive benefits.

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**Reasons** Participants may be terminated for the following reasons:

|  |                             |
|--|-----------------------------|
| • Failed to reapply,                                   | • Violated program rules,   |
| • <b>No recent FB pickup</b>                           | • Moved out of state,       |
| • Failed to provide proof (provisional certification), | • Placed on a waiting list, |
| • Income ineligible mid-certification,                 | • Deceased, or              |
| • Categorical ineligibility,                           | • Category change.          |
| • No longer in family,                                 | •                           |

Note: When someone is terminated due to violating program rules it is referred to as disqualification. See Policy 225.80 for more information.

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**Data system reports** There are three data system termination reports which may also be helpful:

- **No Food Benefits Pickup:** This report identifies participants that have not received food benefits for a period of time, and are about to be terminated for non-participation, and do not have an appointment scheduled.
- **Termination by System Pending:** Lists participants that are coming up on termination at the end of the month, next month, or the month after due to either categorical ineligibility, expiring certification, or provisionally certified.
- **Terminated by System:** Lists participants terminated by the system at the end of the certification by the system batch processes.

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**Future Terminations****15 days' notice of termination**

Participants may be terminated during their certification period. Most participants will receive 15 days' notice of termination.

| <b>If the reason is...</b>       | <b>Then the effective date is 15 days from...</b> |
|----------------------------------|---|
| Over income at mid-certification | The date of income reassessment.                  |
| Requested to leave program       | The date of the request.                          |
| Placed on a waiting list         | The date placed on the list.                      |

Note: This does not include provisionally certified participants who return within 30 days and found to be over income. These participants were given notice at the time of certification that they must provide proof of income in order to receive any more food benefits.

**Procedure**

Follow the steps in the table below:

| <b>Step</b> | <b>Action</b>   |
|-------------|---|
| 1           | Click on the New button in Termination group box.   |
| 2           | Select the appropriate termination reason from the drop down list.  |
| 3           | The data system will automatically select 15 days from today's date as the effective date of termination.             |
| 4           | Print the Notice of Termination located under Printouts.  |
| 5           | Provide the Notice of Termination to the parent/guardian/participant.   |
| 6           | Place a comment/alert in the data system that the notice was printed and provided to the parent/guardian/participant. |

## Terminations for Categorical Ineligibility

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### Overview

A Notice of Termination is required for categorical ineligibility and the termination reason and date must manually be entered into the data system to ensure an accurate notice.

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### Examples of categorical ineligibility

Categorical ineligibility includes the following:

- Breastfeeding 1 year postpartum
  - Not breastfeeding 6 months postpartum
  - Child's 5<sup>th</sup> birthday
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### Provide adequate notice

Issue the termination notice for the categorical ineligibility at least 15 days before the certification end date. In most cases, notice will be provided with the last set of benefits. However, there may be situations that require providing notice with the next to last set of benefits.

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### Print the notice

Follow the steps in the table below:

| Step | Action  |
|------|---|
| 1    | Click on the New button in Termination group box.   |
| 2    | Select the appropriate termination reason from the drop down list.  |
| 3    | Select the effective date of termination to match the categorical eligibility end date on the certification panel.    |
| 4    | Print the Notice of Termination located under Printouts.  |
| 5    | Provide the Notice of Termination to the parent/guardian/participant.   |
| 6    | Place a comment/alert in the data system that the notice was printed and provided to the parent/guardian/participant. |

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## Other Automatic Terminations

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### Overview

Termination notices must also be printed for participants who are automatically terminated for these reasons:

- Failed to reapply
  - Failed to provide proof of income or address in 30 days
  - Note: No recent FB pickup is another automatic termination. It is not necessary to print a termination notice for this reason though since they can be reinstated at their request following a termination for this reason; the termination reason in the data system is adequate documentation.
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**Print the notice** Follow the steps in the table below:

| Step | Action  |
|------|---|
| 1    | Print the Notice of Termination located under Printouts.  |
| 2    | Provide the Notice of Termination to the parent/guardian/participant.   |
| 3    | Place a comment/alert in the data system that the notice was printed and provided to the parent/guardian/participant. |

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## Terminations Effective Today

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**Termination  
reasons**

Terminations effective today are appropriate for these reasons:

- Stopped breastfeeding after 6 months postpartum
- Moved out of state (as evident from returned mail or a request for VOC)
- Deceased
- Provisionally certified participants who returned within 30 days with proof of income and were found to be over the income guidelines
- Participants who are no longer part of the family and are not transferring to another WIC family
- Change from Pregnant to Breastfeeding or Not breastfeeding status
- Change from Breastfeeding or Not breastfeeding to pregnant status

Note: The last two examples are not a program termination. It is the data system procedure required to change the woman's categorical status to certify in her new categorical status.

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**Mid-  
certification  
categorical  
ineligibility**

If breastfeeding stops after 6 months postpartum and the participant becomes categorically ineligible mid-certification, the participant must be provided a termination notice regarding the ineligibility and terminated from the program immediately. Food benefits should be recalculated to remove current and future benefits from the participant.

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**Print the notice** Follow the steps in the table below:

| Step | Action  |
|------|---|
| 1    | Click on the New button in Termination group box.   |
| 2    | Select the appropriate termination reason from the drop down list.  |
| 3    | The data system will automatically select today's date as the effective date of termination.                          |
| 4    | Print the Notice of Termination located under Printouts.  |
| 5    | Provide the Notice of Termination to the parent/guardian/participant.   |
| 6    | Place a comment/alert in the data system that the notice was printed and provided to the parent/guardian/participant. |
| 7    | Recalculate the food benefits to remove any current and future food benefits.   |

Note: It is not necessary to print notices if the participant moved out of state or is deceased; the termination reason in the data system is adequate documentation.

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## Pending Terminations

### Overview

Participants or their caregiver must be notified if their certification is about to expire within 15 days but no more than 45 days of expiration of their certification end date.

### Procedure

Follow the steps in the table below.

| Step | Action  |
|------|---|
| 1    | At the beginning of each month, select Reports from the main panel in Focus.  |
| 2    | In the Reports tree view, open the following:<br>Clinic Services Reports<br>Administrative Reports<br>And select Termination by system pending  |
| 3    | Choose your agency and select the “Next Month” drop down choice under Time Frame and click View Report.   |
| 4    | Bring up the report and export to a PDF, word or excel file and print.  |
| 5    | Contact each individual on the report via phone, text, or written notice to ensure that an appointment has been scheduled and to inform the participant that their benefits will end if they do not come in for their appointment. Document on the report attempted contacts and contacts made. |
| 6    | File the report.  |